

GlassIG Privacy Policy

We are committed to safeguarding the privacy of our website visitors; in this policy we explain how GlassIG uses and protects any personal information that you give to us when you use this website.

How we collect information

We may collect, store and use information about you that you provide voluntarily on our website or through on-line registrations for GlassIG materials, information, products or services, and events. This may include:

- Name and job title
- Contact information including email address
- Information relating to any purchases you make of our goods or services (including your name, address, telephone number, email address and credit card details)
- Information about your computer and about your visits to and use of this website
- Information that you provide to us when using the services on our website, or that is generated in the course of the use of those services (including the timing, frequency and pattern of service use)
- Any other personal information that you choose to send to us

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

What we use your information for

We require this information to understand your needs and provide you with a better service. We will use this information only for internal purposes including responding to you or providing information about GlassIG, its products and services to you.

Some of the ways we may use your personal data include, but are not limited to:

- Administer our website and business
- To process your orders and deliver the products and/or services that you have ordered through our website
- Enable your use of the products and/or services available on our website
- To keep you up to date on the latest product announcements, software updates, security patches, system enhancements, and other information
- To provide the ability to create personal profile areas and view protected content
- To provide the ability to contact you, and provide you with shipping and billing information, and to provide customer feedback and support
- To meet contractual obligations

We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

International data transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.

Information that we collect may be transferred to countries which do not have data protection laws equivalent to those in force in the European Economic Area, including Switzerland, Canada and the United States of America.

You expressly agree to the transfers of personal information described above.

Retaining your information

We will not retain your personal data longer is necessary to fulfill the purposes for which it was collected or as required by applicable laws or regulations.

Security and storage of your information

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we will take reasonable technical and organizational measures to help protect your personal data from unauthorized access, use or disclosure. However, no information system can be 100% secure, so we cannot guarantee the absolute security of your information. In addition, we are not responsible for the security of information you transmit to us over networks that we do not control, including the Internet and wireless networks.

You are responsible for keeping the password you use for accessing our website confidential; we will not ask you for your password (except when you log in to our website or services).

We contract with third-party service providers to physically store the computer equipment on which your data is stored. This equipment is managed and accessible only by GlassIG employees except in cases of emergency. We bind our employees to observe your privacy and confidentiality rights.

Cookies

Our website uses cookies to monitor how the site is used and to help provide you with information tailored to your individual preferences.

You can choose to accept or decline cookies. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other sites. We are not responsible for the protection and privacy of any information that you provide whilst visiting such sites and this privacy statement does not govern such sites. You should exercise caution and look at the privacy statement applicable to the website in question.

Request for information, products and services

Our site includes order forms that you fill out to request information, products and/or services. These forms may collect your financial information, such as your banking details or credit card numbers. We promise to use any financial information that you submit solely for billing and payment purposes for that special transaction. This may include the transfer of your data to third parties involved in executing the transaction, such as banks, credit card companies and other financial and credit control institutions.

Controlling your information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information, which we hold about you under applicable data protection laws and regulations. A small fee will be payable. If you would like a copy of the information held on you please write to 41 rue Eugène Marziano, C.P. 1750, 1211 Geneva 26, Switzerland.

We need your help in keeping the personal data you have shared with us accurate and up to date. If you believe that any information we are holding on you is incorrect or incomplete, please write to us at the above address. We will promptly correct any information found to be incorrect.

Changes to our privacy policy

We may update this policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you are happy with any changes made. We will change the revision date at the bottom of the policy when modifications occur.

Last Updated: 25 May 2016